

MONTANA STATE PRISON  
600 Conley Lake Road  
Deer Lodge, Montana 59722  
**Internal/External**  
**REPOSTED**

Job Title: Nurse, Professional II	Pay band: 6
Position Number: 11045	Salary: \$37,846 - \$43,083/annually
Classification Code: 075011	Bargaining Unit: MFSE
Division: Montana State Prison	Status: Permanent, full-time
Department: Corrections	12 hr. shift/nights/weekends
Location: Deer Lodge, MT	
Supplement required: Yes, Reference and Criminal Background Check authorization	

To Apply: Submit a State of Montana Application form to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT. 59722 **This is an open recruitment. Applications will be reviewed weekly and interviews held.** Attach a copy of the required license or professional certificate when a degree is required and Reference and Criminal Background Check authorization form to application.) Application materials are available on the Web at: <http://www.employmontana.com>

LAUTENBERG AMENDMENT: This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C. , Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).

Special Information: Upon employment, successful completion of Basic training for Prison Employees. Must be able to respond in the event of an emergency; must be able to work in a stressful, potentially dangerous environment.

Typical Duties: The Nurse, Professional II performs professional duties while carrying out the administration of medication and treatment. Duties include administering medication, supervising, training and evaluating Infirmary staff; maintaining health standards through teaching and counseling; performs various lab tests; performs evaluative nursing services as needed.

Qualifications: Considerable knowledge of patient care or public health nursing principles and concepts; terminology, equipment, techniques and practices; dynamics of interpersonal relationships; human growth and development; available community resources. Skill in the operation of IV equipment, EKG, oximetry, life packs, crash carts, and centrifuges. Must have the ability to react in emergency situations; to use good judgment; to work effectively with others; to follow directions; to assume responsibility for professional growth and development; to communicate effectively verbally and in writing; ability to meet special requirements.

Education & Experience: The above qualifications are typically acquired through graduation from an accredited school of Professional Nursing and one year experience in Professional Nursing or an equivalent combination. Must be licensed or eligible for licensure as a Registered Nurse by the State of Montana.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a grade 15 on the state's general pay matrix. The current annual salary is \$37,846-43,083/year, depending upon experience. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Montana Compliance with Military Selective Service: You will be required to produce documentation showing you have complied with the Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 12/93). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. A behavioral interview may be conducted as part of the interview process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

Applicants Name: \_\_\_\_\_  
(please type or print)

Other Names Used: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers and/or personal references. I also authorize the Department to conduct a criminal background check via a law enforcement agency and an abuse, neglect or mistreatment check through the Department of Public Health and Human Services. I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Corrections. I understand that the purpose of this background check is for employment purposes only.

Have you ever been convicted of Domestic Abuse, either a Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_\_\_

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

